

## **LISBON**

September 10, 2013

### **Lisbon Board of Education, Cafeteria Committee**

The meeting of the Lisbon Board of Education Cafeteria Committee was held on Tuesday, September 10<sup>th</sup> and was called to order by Ian Rogers at 4:35 pm.

**Members Present:** M. Krauss, I. Rogers, and J. Jencks

**Administrators and Others Present:** S. Keating and D. Cormier, and M. Rossi

The budget sheet and Food Service Manual were reviewed.

Questions from the last meeting were answered.

Discussion was held on what makes a meal "reimbursable".

Staffing levels were discussed. Current staffing numbers are needed to maintain multiple serving lines.

A "price per pupil" will be established to facilitate budget planning.

Mr. McGlew will be consulted regarding repairs to the exhaust fan and hood in the kitchen.

The following will be the recommendations put forth by this committee to the Board as a whole:

- Mrs. Cormier will assume financial oversight of the hot lunch program in conjunction with Mr. Rossi.
- A budget request will be submitted to the Superintendent during the 2014-2015 budget planning process.
- All program costs will be listed together in the budget to represent the actual Board contribution to the program.
- Adoption of the new Hot Lunch Operations Manual including the organizational chart.
- The Hot Lunch Committee will meet quarterly.
- Current staffing levels should remain in place for the remainder of this school year.
- Mr. Rossi and Mrs. Cormier will compile information into the new financial statement.
- Hire a part time book keeper to assist Mrs. Cormier.
- Mr. Rossi will evaluate staffing levels and program costs throughout the year.

Pending the financial status of the program at the end of this fiscal year, the sub committee in conjunction with the Superintendent and the Food Service Director may recommend the following.

- Reduction of one employee from 7 hours to 5.5 hours daily.
- Raising student meal prices \$0.25 per meal.

Meeting was adjourned at 6:30 by I. Rogers.

RECEIVED FOR RECORD AT LISBON

CT ON 09/18/13 AT 7:03 pm

ATTEST. LAURIE PROCCI, TOWN CLERK

*L. Procci*

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Approved

Respectfully Submitted,

*Melissa Kraus*  
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Recording Secretary